



**Policy: 1161**  
**Procedure: 1161.05**  
**Chapter: Inspections and Investigations**  
**Rule: Investigative Task Forces**

**Effective:** 7/21/08  
**Replaces: 1160.11**  
**Dated: 08/22/06**

**Purpose:**

The Arizona Department of Juvenile Corrections (ADJC) Investigations Unit Commander may create and/or participate in an Investigative Task Force after approval of the ADJC Director to address particular crime problems.

**Rules:**

1. Upon the creation of a task force, the **INVESTIGATIONS UNIT COMMANDER** shall designate the **PERSON RESPONSIBLE FOR THE TASK FORCE** whose responsibilities shall include, but are not limited to:
  - a. Effectively supervise those individuals assigned to his/her command;
  - b. Ensure that the goals and objectives of the task force are being met;
  - c. Ensure that the task force members are trained and instructed on the purpose of the task force;
  - d. Ensure that the task force members are provided with necessary equipment;
  - e. Identify the objectives of the task force;
  - f. Identify resources available to the task force;
  - g. Establish accountability for each position/task;
  - h. Establish written agreements as a result of a cooperative effort with an outside agency or agencies that shall include, but are not limited to, the following information:
    - i. Purpose of the agreement;
    - ii. Reimbursement procedures, if necessary;
    - iii. Indemnification;
    - iv. Termination of agreement;
    - v. Record keeping;
    - vi. Fees;
    - vii. Jurisdiction;
    - viii. Effective date and duration.
2. The **PERSON RESPONSIBLE FOR THE TASK FORCE** shall provide a status report on a routine basis as designated by the Investigations Unit Commander as to the progress and status of the task force.
3. The **INVESTIGATIONS UNIT COMMANDER** shall routinely evaluate the results of and continued need of the task force.

**Signature Date**

7-7-08

**Approved by Process Owner**

John Dempsey,

Inspections and Investigations Chief Administrator

**Effective Date**

7/21/08

**Approved by**

Michael D. Branham, Director